

U.S. Department  
of Transportation

**United States  
Coast Guard**



Commandant  
United States Coast Guard

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COMDTINST 4200.42C

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## **COMMANDANT INSTRUCTION 4200.42C**

### **Subj: COAST GUARD ABOLISH RED TAPE IN CONTRACTING (ARTIC) PROGRAM**

1. PURPOSE. This instruction establishes policy and procedures for Coast Guard Contracting activities participation in the ARTIC program.
2. ACTION. Area and District Commanders, Commanders of Maintenance and Logistics Commands, and Activities Europe, Superintendent of the Academy, and Commanding Officers of Headquarters Units, shall ensure compliance with the policies and procedures contained in this instruction.
3. DIRECTIVES AFFECTED. Commandant Instruction 4200.42B is cancelled.
4. APPLICABILITY. Participation is authorized for Coast Guard contracting activities with large purchase (acquisitions in excess of \$25,000) contract authority. The effective date for the ARTIC program is 1 February 1995.
5. DISCUSSION. The ARTIC program is designed to promote streamlining in the Coast Guard procurement process. The goal of this program is the elimination of unnecessary procurement regulations and procedures which impede the exercise of good business judgement in the procurement process. This will be accomplished through class deviation/waiver requests from large purchase contracting activities. The Deviation/Waiver (D/W) requests must be related to large purchase procedures (acquisitions in excess of \$25,000) and justified by the contracting activity making the request.

6. PROCEDURES. The stages of the ARTIC process are as follows:
- a. Contracting activities submit requests for class D/W from specific procurement regulations and procedures (Federal Acquisition Regulation (FAR), Transportation Acquisition Regulation (TAR), Transportation Acquisition Manual (TAM), Coast Guard Acquisition Procedures (CGAP) and Department of Transportation (DOT) or Commandant directives affecting procurement). Requests should contain rationale for the D/Ws based on sound judgement and good business practices.
  - b. Only regulations, policies or procedures (FAR, TAR, TAM, CGAP, DOT or Headquarters requirements affecting procurement) related to large purchase procedures are covered under ARTIC. D/W requests from statutory requirements (e.g., provisions of the Competition in Contracting Act of 1984) cannot be considered.
  - c. Requests shall be signed, recommending approval, by the Chief of the Contracting Activity (COCO).
  - d. All ARTIC D/W requests should be addressed to Commandant (G-CPM). Written requests, with supporting information, may be transmitted via electronic mail, message, facsimile, or normal mail.
  - e. Each D/W shall provide: title of D/W request, regulatory/procedural cite, rationale/justification, proposed duration and method of oversight if D/W is granted, expected benefits, and statutory impact (if any). Contracting activities should sequentially number (001, 002, 003 and so on) their proposed D/Ws forwarded to Commandant (G-CPM).
  - f. D/Ws will normally be granted for one year. D/Ws may request deviations for a specific type of contract, i.e. ship repairs.
  - g. D/W requests for FAR or TAR class deviations or requests affecting Departmental Orders and TAM bulletins will be reviewed at the DOT level, as well as by Commandant (G-CPM).
  - h. Each D/W request will be reviewed expeditiously by Commandant (G-CPM). An estimated response date to each D/W request shall be provided within three (3) working days of its receipt by Commandant (G-CPM). Written responses to D/W requests will be transmitted via electronic mail, message, facsimile, or normal mail.

- i. Contracting activities have the opportunity to benefit from an approved D/W by requesting that the approved D/W apply to them. In such cases, the requesting activity will have to provide its own justification/rationale for consideration on a previously approved D/W. The same review procedures required in c. through h., above, are applicable in these situations.
- j. Assessment of the effectiveness of each approved D/W shall be made by each activity within nine (9) months from the approval date, and provided to Commandant (G-CPM) for a decision on future application of the D/W. Generally, assessments shall consist of: (1) actual experienced advantages and disadvantages of the approved D/W, (2) recommendation and rationale for wider implementation, cancellation, modification or continued testing of the D/W, and (3) estimated cost savings and/or time savings resulting from the D/W. The degree of detail in these submissions can be coordinated with Commandant (G-CPM) in advance.
- k. Each D/W assessment by a contracting activity will be reviewed expeditiously by Commandant (G-CPM). An estimated response date to each D/W assessment shall be provided within three (3) working days of its receipt by Commandant (G-CPM). Each assessment review will result in Commandant (G-CPM) direction that the D/W will be: (1) cancelled, (2) implemented on a wider basis, (3) modified, (4) continued to be tested, or (5) waived on an indefinite basis (CGAP provisions) for the contracting activity. Waivers approved on an indefinite basis may be subject to reconsideration upon policy changes or deficiencies found during Procurement Management Reviews.
- l. A listing of all active ARTIC D/Ws and recognition of contracting activities accomplishments will be published in the Procurement Electronic Newsletter (PEN).

7. Responsibilities.

- a. Commanding Officers:
  - (1) Appoint by name, an activity ARTIC coordinator or Point of Contact (POC) for the Coast Guard program.
  - (2) Notify Commandant (G-CPM-3) in writing, of the person appointed, their phone number, routing symbol, and E-Mail address, if not previously provided. Activity changes to POCs, including transmittal information should be submitted to Commandant (G-CPM-3).

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b. Commandant (G-CPM) is responsible for:

- (1) Processing each D/W request.
- (2) Monitoring the overall implementation of the Coast Guard ARTIC program.
- (3) Interfacing with the Office of Acquisition and Grant Management (M-60) at the Department of Transportation for D/Ws as required.

8. POINT OF CONTACT. For additional information regarding this ARTIC instruction, please contact Ms. Kathy Strouss, Commandant (G-CPM-3), FTS 267-1170.

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